RS2 Early Childhood Service / Playgroup Bank Account Form

MINISTRY OF EDUCATION
TE TĀHUHU O TE MĀTAURANGA

This form is to be used by **licensed services** to change a bank account or by **Playgroups** to establish or change a bank account. All Ministry of Education payments will be deposited into this account.

All sections must be completed. Two signatories are required to sign that the bank details are correct, and either:

- your **bank must stamp the form** to verify the account details, OR
- you must **attach a pre-printed deposit slip**

Completed forms should be returned to: **ECE Operational Funding, PO Box 1666, Wellington**

Early Childhood Service

Name

Ministry of Education Service Number

Address

Phone Number	Email

Telephone / Email

Funding Contact Person

Reason for Change

Why is this change being made: *(tick one only)*

☐ Because the service/playgroup has changed its own bank account.	☐ Because the service has had a change of ownership.
☐ Because the service has joined or left an association, while retaining the same ownership.	☐ New Playgroup

GST Number

Please provide your GST number - if you are not GST registered then write NIL. The GST Number is used for Ministry accounting requirements only.

Verified Bank Account Details for Future Payments

Attach a pre-printed deposit slip OR complete the following

Bank

Branch

Account Name

Account Number

Bank Stamp and Initial

Bank and Branch	Account	Suffix

To be certified by two signatories, one of whom must be the service provider contact/office bearer e.g. treasurer.

Services with one signatory **MUST** write "sole signatory" in the second field

	Signature	Name (block letters)	Position Held
Signatory One	X		
Signatory Two	X		